



HUMAN RESOURCES DEPARTMENT

City of Burlington

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To: Board of Finance

From: Stephanie Hanks, HR Administrative Coordinator,
Susan Leonard, Human Resources Director

Date: January 28, 2011

Re: Recommendation – Reclassification of Water Installer to Working Foreman

I recommend approval for the Department of Public Works request of a reclassification of one Water Installer position to a Working Foreman position.

As Mr. Paquette indicated in his memo to the Board, this reclassification is to reflect the ongoing needs of a Working Foreman for the water distribution division of Public Works.

The department has determined that this position is an integral part of the organizational structure and imperative to operations of the water distribution division. Also, this request will serve to discontinue the current practice of assigning a group leader and group leader pay. At this time the Department of Public Works and Human Resources ask that the position of one Water Installer (currently Grade 14, \$35552.11 - \$42300.32) be classified as a Working Foreman Grade 16 (\$40130.85 - \$47794.63). Please note the Grade 14 is currently being paid, with the additional 10% Group Leader Pay.

If approved, this proposed change will be effective following City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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ASSISTANT DIRECTOR OF PUBLIC WORKS
RIGHT OF **William Paquette**
WAY SERVICES

MEMO

DATE: 12-14-10

TO: STEPHANIE HANKER

FROM: BILL PAQUETTE

RE: WORKING FOREMAN POSITION

D.P.W. RIGHT OF WAY SERVICES, WATER DISTRIBUTION, IS REQUESTING A SECOND WORKING FOREMAN POSITION.

PRESENTLY WATER DISTRIBUTION HAS TWO WORK CREWS. ONE IS SUPERVISED BY A WORKING FOREMAN AND THE OTHER BY A GROUP LEADER. I AM SURE THAT YOU ARE AWARE THAT A GROUP LEADER POSITION IS ONLY MEANT TO BE A TEMPORARY OR OCCASIONAL POSITION. THE GROUP LEADER IN WATER DISTRIBUTION IS A FULL TIME ASSIGNMENT WHICH IS WHY WE ARE REQUESTING IT TO BE A WORKING FOREMAN POSITION.

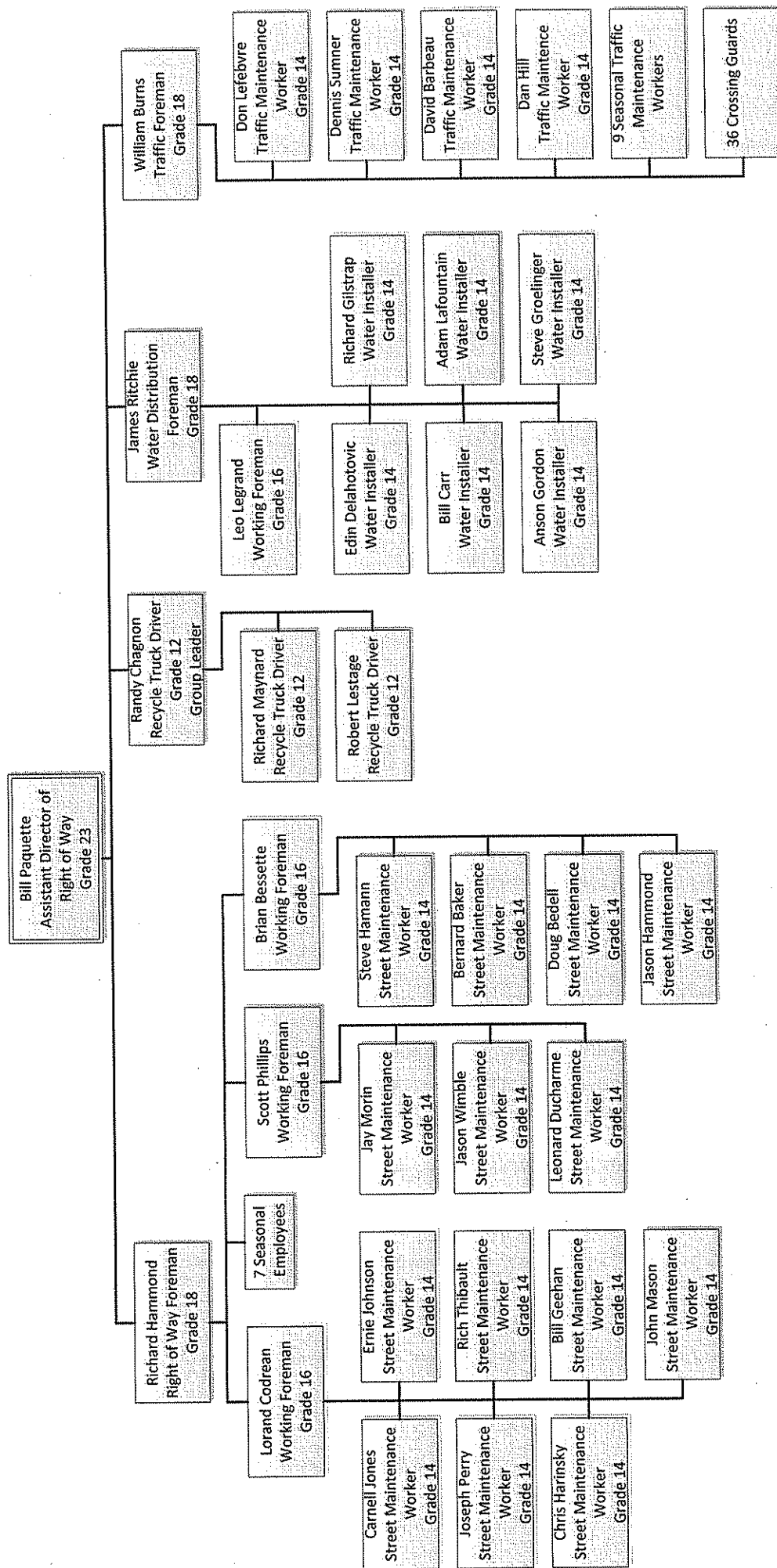
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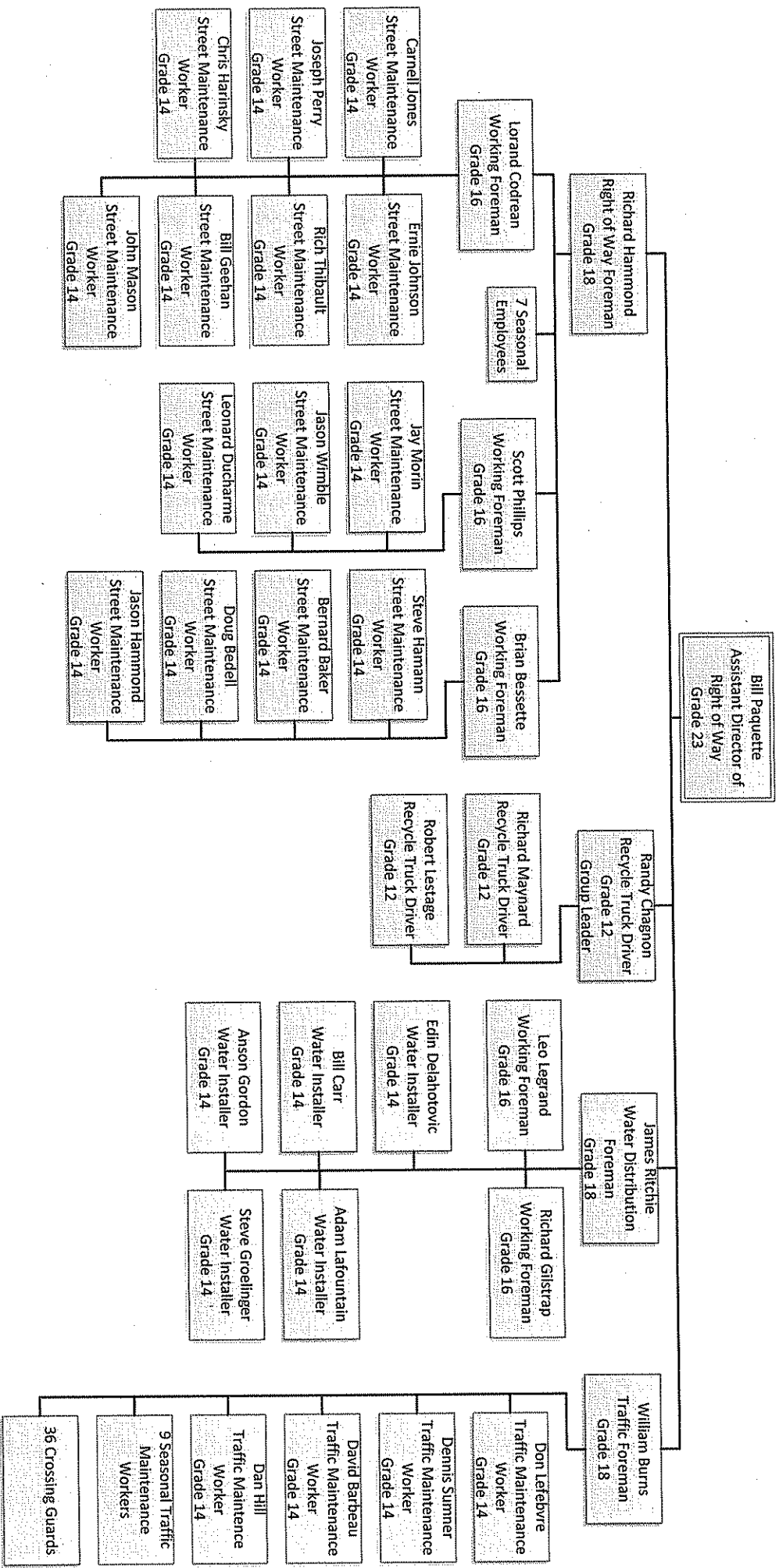
THE NEW WORKING FOREMAN POSITION WOULD BE FUNDED BY THE WATER DISTRIBUTION BUDGET, WHICH HAS FUNDED THE GROUP LEADER POSITION FOR A NUMBER OF YEARS NOW WITHOUT A NEGATIVE IMPACT. ALSO, IN ANTICIPATION OF APPROVAL OF THIS POSITION WE HAVE INCLUDED IT IN OUR FY 2012 BUDGET.

THANK YOU

Department of Public Works
Division of Right of Way
City of Burlington



Department of Public Works
Division of Right of Way
City of Burlington
Proposed



City of Burlington Job Description

Position Title: Working Foreman – Water Distribution

Department: Public Works

Reports to: Foreman

Pay Grade: 16

Job Code: 412

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for providing on-site leadership, direction and technical expertise to crewmembers engaged in installation, repair and maintenance work on City facilities and infrastructure.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Complete required paper work, including but not limited to; production reports, crew schedules, first report of accident, log of activities, etc.
- Assist crewmembers in maintenance and repair work on City facilities through coordinating crew activities, reviewing work and providing technical oversight.
- Prepare, coordinate and lead assigned work group in daily work assignments and projects including but not limited to scheduling Dig Safe, excavating permits and collecting required deposits.
- Assist Foreman with supervision, evaluation and training of crewmembers.
- Ensures established Department and Federal safety procedures are adhered to.
- Requisitions required materials to complete projects in a manner consistent with Department policies and procedures.
- Maintains control over progress and quality of work in accordance with departmental goals, objectives and standards.
- Participates in the hiring process including but not limited to screening, rating, interviewing and recommending applicants.
- Act as “Ambassador” for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Performs duties and functions of subordinate positions.
- Performs snow plowing as required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- 3 years of experience in construction, maintenance and repair or related field with at least one year in a supervisory role required.
- Class B CDL license required.
- Ability to direct work activities of a small work crew and lead by example.
- Ability to select and assign staff to each task.
- Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.
- Strong problem solving skills required.
- Strong communication skills, both oral and written required.
- Ability to train and motivate subordinate workers.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to operate dump truck, front end loader, asphalt rollers, street sweepers, sidewalk plows, jackhammer, backhoe, bobcat and mad vac and other related equipment.
- Ability to operated wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Ability to lift manholes, covers/frames, bags of concrete (up to 100 lbs. with assistance).
- Ability to work in confined spaces and in moving traffic areas.
- Ability to work nights, weekends and on call required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	100 pounds (with assistance)
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	100 pounds (with assistance)
<input checked="" type="checkbox"/> clear speech	<input checked="" type="checkbox"/> ability to mount and	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension

<input type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input checked="" type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
<input type="checkbox"/> writing - complex		
<input checked="" type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input checked="" type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 5 Indirectly Supervises: 16

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Updated July 2002; revised July 2009; Final September 2009

City of Burlington Job Description

Position Title: Water Installer

Department: Public Works

Reports to: Operations Manager

Pay Grade: 14

Job Code: 428

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for installing, maintaining and repairing the City water main distribution system, domestic and commercial service connections and fire hydrants.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Receive daily work schedule and specific instructions; load required equipment, tools, materials and supplies.
- Inspect equipment and vehicles for proper working order and safety practices.
- Maintain and repair water mains and/or service connections;
- Re-fill and resurface roadways.
- Install, repair or replace sections of water mains or valves as scheduled, in a manner in accordance American Water works Association Standards.
- Install, repair or replace domestic or commercial water service connections from the main water line into the facility; in a manner in accordance American Water works Association Standards.
- Install, repair or replace fire hydrants; re-surface ground area; maintain free access to hydrants by clearing debris, shoveling or plowing accumulated snow, flush, pump and flow test fire hydrants as necessary.
- Ensure a safe work area for all projects assigned.
- Inspect new water lines laid by contractors for conformance to departmental and State regulations and standards.
- Gather asset information for the various categories of infrastructures, signs, hydrants, making use of hand-held computer and GPS receiver.
- Locate, expose and raise or lower road and gate boxes as directed for Street Division paving projects.
- Plow City streets and sidewalks with the street division in accordance with the provisions of the Union contract.
- Backfilling and landscaping of City green belt and lawn areas.

- May be required to be on call.
- Act as “Ambassador” for the City, carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- Carry out work in the field, and interact with the public in courteous and respectful manner, presenting self and City in a positive way required.

Non-Essential Functions:

- Perform other duties as assigned, including operation of various types of equipment, including but not limited to special duties for other divisions of the department, and other City departments, on a seasonal or project basis.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and two years previous experience in underground water construction required.
- Training in construction equipment and tool use and their related safety practices required.
- Must possess Commercial Drivers License Class A and ability to maintain required.
- Ability to lift up to 60 pounds chest high, frequency 2-3 times daily on average.
- Must be able to operate various hand held tools, including but not limited to; jack hammer, pick and shovel.
- Previous backhoe operation experience preferred.
- Work on nights, holidays and weekends may be required.
- Ability to work in confined spaces required.
- May be required to be on call.
- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to climb ladders in and out of trench excavations.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to work in all weather conditions required.
- Employee must be able to establish and maintain good relations with his or her co-workers.
- Employee must be able to appropriately deal with stress such that it does not interfere with his/her performing his/her job duties.
- Ability to learn City water distribution system and connectors, including but not limited to, locating underground service lines such as gas and power supply, principles of water pressure and hydraulic engineering, good safety practices, etc.

Physical & Mental/Reasoning Requirements; Work Environment:

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<input checked="" type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	60 pounds
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> clear speech	<input checked="" type="checkbox"/> ability to mount and dismount forklift/truck	60 pounds
<input checked="" type="checkbox"/> touching		<input checked="" type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
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